

MEMORANDUM FOR: Director of Communications
Director of Finance
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training

28 AUG 1970

SUBJECT : Improving Federal Reporting and Reducing
Related Paperwork

REFERENCES : (a) Memo dtd 25 Aug 70 to DD/I, DD/P, DD/S&T,
DD/S, IG fr DDCI, same subject (DD/S 70-3581)
(b) Memo dtd 5 Aug 70 to Heads of Departments and
Agencies from the President, same subject
(c) BOB Transmittal Memo No. 1, Circular A-44
Revised, dtd 17 June 70

1. Reference memorandums, copies attached, outline the President's Government-wide project to analyze Federal paperwork requirements particularly in the area of reports management. The objectives of the study are to improve reporting, reduce related paperwork, and eliminate unjustified reporting requirements and associated reporting systems.

25X1 2. I have appointed [] to serve as the DD/S Project
25X1 Director and to represent the Support Directorate on the Agency Task Force
headed by []. To meet the requirements of this program
will require a major effort and contributions from each of the Support Offices.
I shall expect your full support of this program and request that each Office
Head designate a senior officer (GS-15 or above) to head the study within your
own Office and to work on a Support Directorate task force, []
25X1 [] Please submit the names of your nominees to [] by 1 September
1970. 25X1

25X1 []
Deputy Director
for Support

3 Atts: Ref memos
25X1 []

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ORIGINAL DOCUMENT MISSING PAGE(S):

Attachments